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| Job Title:    | SECRETARY II    | Grade 5 –NE |
| Job Location: | District Office |             |

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Major Duties:

Under general supervision, this position involves responsibility for performing a variety of secretarial functions including filing, typing, data entry, receptionist, and other general office duties including bookkeeping/data entry functions. Perform related work as required.

Typical Examples of Work Performed: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Compile and maintain records, including routine bookkeeping or data entry functions, and assume responsibility for accuracy and completeness.

Type letters, memoranda, and reports from dictation, rough draft, or copy.

Complete various required forms.

Act as receptionist, answer telephone, give routine information to the public.

Operate most office machines including computers.

May open, sort, and distribute mail.

Sort and file according to predetermined classifications.

May design and implement data entry projects within the probation district under the direction of the designated supervisor.

Qualifications for the Job:

Graduation from high school or its equivalent.

Must serve as a Secretary I for two years.

Knowledge, skills, and abilities required on the job:

Typing and data entry skills.

Ability to operate office machines.

Ability to follow oral and written instructions.

Good telephone manners.

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